

23 May 1957

MEMORANDUM TO: Deputy Director (Support)

THRU : Comptroller

FROM : Chief, Finance Division

SUBJECT : Financial Arrangements Upon Resignation

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REFERENCE : Memorandum for Chief, Finance Division, from [redacted]
[redacted], Jr., dated 17 May 1957, Subject: Above

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1. Paragraph 6 of this memorandum contains a recommendation for approval by the Deputy Director (Support).
2. [redacted] has submitted his resignation from the Agency. In connection with resignation, he has requested that the balance of his indebtedness to the Agency (presently \$2,811.51) not be deducted from terminal pay but that he be permitted to repay it in cash in monthly installments of \$200.00 each. (Tab A)
3. [redacted] indebtedness arose as a result of inability to account for previous advances of funds. (Tab B)
4. [redacted] suggests that his retirement (approximately \$5600.) be held as collateral to secure payment of the indebtedness.
5. [redacted] retirement funds can be utilized to secure payment of the indebtedness by:
 - a. [redacted] execution of a standard request for refund of retirement contributions, such form to be held by the Agency for submittal to the Civil Service Commission only in event of default.
 - b. The Agency requesting the Civil Service Commission not to honor direct request for refund of retirement without prior clearance with this office.
 - c. Submittal of the request for refund of retirement with request for offset in the event of default.
6. Since the Agency is in position to recover the amount of indebtedness due from [redacted] by offset of retirement funds, it is recommended that the following course of action be approved by the Deputy Director (Support):

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- a. [redacted] is proposal to liquidate the balance of his indebtedness to the Agency, (presently \$2,311.51) by cash installments of \$200. per month be accepted.
- b. No amount be withheld from [redacted] 's final pay for application to the indebtedness.

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[redacted]
Chief, Finance Division

CONCURRED:

E. R. SAUNDERS
COMPTROLLER

The recommendation contained in paragraph 6 above is approved.

DEPUTY DIRECTOR (SUPPORT)